

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #335**

ADMINISTRATIVE REPORTS

MONTHLY TIME AND EFFORT REPORT:

Information obtained from the **Monthly Time and Effort Report** is required for the allocation of OIS costs associated with the different funding sources that support OIS efforts, primarily the Food Stamp Program. The report must be maintained on a timely and accurate basis by each OIS Investigator, Senior Investigator, and Investigator in Charge. These reports are periodically summarized and the results provided to the Office of Financial Services, Cost Allocation Unit, for use in distributing OIS expenditures to applicable funding sources.

All work and leave time is accounted for in one-quarter hour increments. The employee will provide a brief and concise statement, under "Description" that will form an audit trail for justifying the allocation of time. The "Description" should be a few key words including location, county name, activity, description of a meeting, case type, name of a workshop, etc. Time in meetings, workshops, and other multi-program activities will be charged to the various programs on a pro rata basis. To the extent possible, all work time should be accounted for under one or more specific programs, and not under "Admin". The column "OT" under DFCS is to be used only to record the time spent in DFCS activities that is not reportable under Food Stamps, TANF, or Child Care. The column "Other Programs (Specify)" is to be used only to record the time spent in DHR program activities that are not reportable under one of the preceding headings. To the extent possible, the monthly totals for each program should be reported in whole hours.

This form must be completed using the approved Excel format and submitted monthly to the supervisor who will then review and approve all individual reports and complete a recap for the region. The regional recap and all individual reports will be submitted to the Chief Investigator by the fifth working day of the following month.

GEORGIA DHR FLSA TIME RECORD:

Information contained in the **FLSA Time Record** is used to document each Fair Labor Standards Act (FLSA) "non-exempt" employee's daily and weekly hours worked. The prescribed work period covered by this time record runs from Tuesday 12:01 am. to the following Monday 12:00 midnight, and the work period is defined as seven consecutive days.

Employees should complete this time record each week and submit to the IIC by the IIC's specified due date. This time record is submitted in addition to the **Monthly Time and Effort Report**. The "in-out" times for the same date reflected on the **FLSA Time Record** and the **Monthly Time and Effort Report** must correspond in every respect.

The employee will sign the time record certifying the accuracy of the report, and the supervisor will sign indicating the time record has been reviewed.

It is important that the employee maintain the **FLSA Time Record** on a daily basis so that work schedules can be managed within the 40-hour period without the accrual of overtime. It is the employee's responsibility to notify the IIC if necessary to adjust the work schedule to avoid accrual of overtime.

The **FLSA Time Record** must be retained in the regional office for a period of three years.